# Find Contacts- Report Notes

# Table of Contents

Overview	2
How to Use this Report	2
Inclusion/Exclusion Rules	2
Terms/Definitions	2
Sources and Update Schedule	3
Other Helpful Information	4
Data Contacts	4

#### Overview

This report allows users to search available contacts by district, school, and contact type. Users can choose to include or exclude a row where no staff are reported for a contact type. The resulting table can be sorted on screen and/or exported to excel.

#### How to Use this Report

Users may **search by district, school, or name** by using the **text boxes** located at the top of the report. When a user begins to type a district or school name, a list of matching districts or schools will appear. The user can then click on the district or school of interest. Similarly, a user can type a first or last name (or both) of a contact and select from the resulting list. To clear a text search, delete all text within the box and press the *Enter* key.

Search by District	Search by School	Search by Name
Enter District	Enter School	Enter Name

Users may also **filter the report by category or role** using the checkboxes on the left of the screen.

Comment
Category
Administrators
District Data Contacts
District Support Con
School Support Staff
Role
Assistant Principal
Assistant Superint
Attendance Contact
Charter School Pri
Contacts Manage
Disector of Council

When a user selects *Superintendent*, the results will also include *Charter School Principal or Director* and *Executive Director (RESC)*. This listing should be considered the complete contact list for superintendent-level contacts.

To the right of the text box searches for district, school, and name, a user has the option of **including either filled, vacant, or both types of roles. A vacant role is a role for which no contact has been reported**. This feature assists state-, district-, and school-level users in assessing where roles need to be assigned. For the general user, it is recommended to leave the checkbox unchecked and the default has been set accordingly.

Filled/Vacant Positions
✓ Filled
🗌 Vacant

At any time, a user can refresh the web page in order to return the report to its default state. Inclusion/Exclusion Rules

Contact types will continue to be added as they become available.

#### **Terms/Definitions**

List all dropdowns and any appropriate dropdown values with corresponding definitions

Term	Definition
District	The name of the district reporting the contact.
School	The name of the school reporting the contact.
Title	The actual title of the individual as entered in the associated data collection application.
	This differs from the contact type listed on the left of the screen for filtering. For
	example, while only Superintendent appears on the left, Superintendent-Acting and
	Superintendent-Interim appear in the table.
First Name	The first name of the contact.
Last Name	The last name of the contact.
Phone	The phone number of the contact. For contacts from the Educator Data System (EDS),
	the phone number reflects the facility phone number and may not be the individual's
	personal line.
Email	The email of the contact.

# Sources and Update Schedule

Current sources include the <u>Contacts Manager</u>, <u>Directory Manager</u> (DM), <u>Educator Data System</u> (EDS), and <u>Special Education Data Application and Collection (SEDAC)</u>. Contact data are updated daily with one exception as described below.

For the roles of *Superintendent* (including *Acting* and *Interim*), *RESC Executive Director*, *Charter School Principal or Director*, and *Principal* (including *Acting*), if no staff are assigned, the contact information for the previous individual assigned to this role is displayed.

Source	Roles
Contacts Manager	Attendance Contact
	Director of Special Education
	District Working Papers Designee
	Diversity, Equity, and Inclusion Contact
	Early Childhood (IDEA Part B/Section 619)
	English Learner Assessment Contact (ELAC)
	Family Engagement District Contact
	IDEA Transition Coordinator
	McKinney-Vento Local Homeless Education Liaison
	Postsecondary Readiness LEA Lead (PRL)
	Postsecondary Readiness School Lead (PRL)
	PPR Narratives Contact
	School Climate Coordinator
	School Nurse Supervisors
	School Working Papers Designee
	Special Education DATA Contact
	Technology Director Contact
	Title IX LEA Coordinator

The below table provides a listing of what roles are associated with each source.

7/29/2024

Source	Roles
Directory Manager	Contacts Manager Writer
(DM)	EDS LEA Certifier
	EDS LEA Writer
	LEA Directory Certifier
	LEA Security Manager
	TCS LEA User
Educator Data	Assistant Principal
System (EDS)	Assistant Superintendent
	Charter School Principal or Director
	Executive Director (RESC)
	Principal (including Acting)
	Superintendent (including Interim and Acting)
	School Counselor

# Other Helpful Information

To generate a statewide list of contacts, leave the search boxes blank and select a contact type or types.

### If you need to make changes to your staff, please contact your EDS LEA Writer or EDS LEA

**Certifier.** To look up your contacts, please use the <u>Find Contacts report</u>. Type your district name in the *Search by District* text box. Select *EDS LEA Writer* and/or *EDS LEA Certifier* under Role. Screenshots are provided below. Double-click a record to send an email to the contact.

Role
EDS LEA Certifier
EDS LEA Writer

When a district hires a person at any time during the school year, a record must be created for that person as soon as possible even if the person does not hold an active certificate at the time of hire. When a person leaves a district, the EDS file record must be updated with the leave information as soon as possible.

#### **Data Contacts**

**Contacts Manager** Keryn Felder, <u>keryn.felder@ct.gov</u>, (860)713-6833

Directory Manager (DM)/Educator Data System (EDS) Ray Martin, <u>raymond.martin@ct.gov</u>, (860)713-6876

**Special Education Data Application and Collection (SEDAC)** Laura Guerrera, <u>laura.guerrera@ct.gov</u>, (860)713-6898